

# Windows Speech Recognition

Email comments or suggestions about this document to [wvcomputerclub@gmail.com](mailto:wvcomputerclub@gmail.com).

**What is Windows Speech Recognition?** Windows Speech Recognition is computer software, the latest version of which is included with the Windows operating system. That version is a great improvement over earlier versions and allows the use of spoken words to perform all functions normally requiring a mouse or keyboard. A video demonstration of Windows Speech Recognition can be viewed by left-clicking on the link below, if you are connected to the Internet: <https://www.youtube.com/watch?v=9JVcdvGtNQ>.

**What does Speech Recognition do?** Speech Recognition interprets words spoken into a microphone as either commands or dictation and tells the computer to perform a function or apply the words as dictated text.

**Can any personal computer perform Speech Recognition?** Speech Recognition software requires a powerful computer and computer operating system.

**How do I talk to a computer so it understands me?** Several options are available for speaking to a computer. Some people like to use a headset and attached microphone. Others are comfortable using an earphone or ear bud and lapel microphone, but that arrangement requires a quiet room where the computer is not distracted by noises.

**How do I get to Windows Speech Recognition on a computer with Windows?** Enter Ease of Access in the Search Box (i.e., Type here to search). Left-click on Speech.

**What happens when I click on the Speech Recognition icon?** The first time a user starts the Speech Recognition program, a tutorial may be offered for testing a microphone connection, an earphone connection, and the speaker's voice. When those tests are successfully completed, the user is provided an introduction to Speech Recognition where the user begins to learn about Speech Recognition and the computer begins to learn about the user's speech patterns.

**Will I be fully functional with Speech Recognition when I complete the tutorial?** Each time you use Speech Recognition, the computer better understands your speech patterns and is better able to understand what you are saying. Before using Speech Recognition for email or writing letters, taking advantage of the Additional Training tutorial one or two times is usually beneficial. The additional training gives you more experience in talking to the computer and gives the computer reinforcement in understanding what you are saying.

**How can I get Speech Recognition to better recognize the letters I am speaking when I want to spell a word or insert a letter while dictating?** When an individual letter is needed, rather than saying “Press a” to insert the letter a, a preferred method is to say “Press a as in Able” or “Press a as in Alpha.” This approach reduces the possible ambiguity of which letter you spoke. The full range of phonetic terms for letters in the alphabet follows. The left column contains the phonetic alphabet that was used by the military in World War II. The right column contains the current NATO phonetic alphabet. Other “as in” words may also be recognized.

A as in Able	A as in Alpha
B as in Baker	B as in Bravo
C as in Charlie	C as in Charlie
D as in Dog	D as in Delta
E as in Easy	E as in Echo
F as in Fox	F as in Foxtrot
G as in George	G as in Golf
H as in How	H as in Hotel
I as in Item	I as in India
J as in Jig	J as in Juliette
K as in King	K as in Kilo
L as in Love	L as in Lima
M as in Mike	M as in Mike
N as in Nan	N as in November
O as in Oboe	O as in Oscar
P as in Peter	P as in Papa
Q as in Queen	Q as in Quebec
R as in Roger	R as in Romeo
S as in Sugar	S as in Sierra
T as in Tare	T as in Tango
U as in Uncle	U as in Uniform
V as in Victor	V as in Victor
W as in William	W as in Whiskey
X as in X Ray	X as in X Ray
Y as in Yoke	Y as in Yankee
Z as in Zebra	Z as in Zulu

**What other helpful information is available?** A file named [speech commands.pdf](#) is available. That file contains a vocabulary of what can be spoken to get the Speech Recognition program to perform desired actions. We have also prepared scripts that can be followed for using word processing programs or working with email on the Internet. Before using the vocabularies and scripts, some important concepts need to be understood.

First, certain spoken words are treated by the computer as commands. Statements such as “start listening” and “stop listening” tell the computer what to do. Another practical example of a command occurs if you get an unexpected pop-up window and you want to use the operating system to clear that pop-up rather than doing what the pop-up indicates. Saying “press” then “alt” then “F4” produces the same result as pressing the ALT key and the F4 key at the same time. Commands can control many functions related to a mouse and keyboard.

Second, spoken words that are not recognized as commands are processed as dictation when you are looking at a screen that enables text to be entered and the cursor is positioned in a text field or box. Note that care must be taken when using words such as “select,” “all” or “that” in a command context. When an unintended result occurs after a command is given, it is often due to the computer treating a word differently than you intended.

**Is there a preferred sequence for speaking commands to the computer?** Generally, the most efficient method for giving commands is to speak the words that are displayed on the screen. For example, while viewing the computer desktop, saying “Open NotePad” gives the fastest way to start that application program. The next most efficient method is to say “Show Numbers” and then say the number superimposed on the desired item, followed by saying “OK.” If neither of those methods is successful, saying “Mousegrid” causes a grid overlay to be displayed, and the grid displays can narrowed through voice command numbers 1 through 9 until an acceptable grid number is on top of the desired item, at which point “click” is spoken and the item is selected.